

# CANDIDATE SAMPLE FORM

---



**CANDIDATE'S REPORT**

(to be filed by a candidate or his principal campaign committee)

**1. Qualifying Name and Address of Candidate**

Jane Qualified  
123 Election Road  
Pleasantville, LA 70800

**2. Office Sought (include title of office as well as parish, city, town and/or election district.)**

Mayor  
Pleasantville  
Happy Parish

**OFFICE USE ONLY****3. Date of**

Primary 4/6/13

This report covers from 1/1/13 through 2/25/13

**4. Type of Report:**

☐ 180th day prior to primary      ☐ 40th day after general  
☐ 90th day prior to primary      ☐ Annual (future election)  
☒ 30th day prior to primary      ☐ Supplemental (past election)  
☐ 10th day prior to primary  
☐ 10th day prior to general      ☐ Amendment to prior report

**5. FINAL REPORT if:**

☐ Withdrawn      ☐ Filed after the election AND all loans and debts paid  
☐ Unopposed

**6. Name and Address of Financial Institution (You are required by law to use one or more banks, savings and loan associations, or money market mutual fund as the depository of all campaign funds.)**

Bank of Louisiana  
111 Financial Road  
Pleasantville, LA 70877

**7. Full Name and Address of Treasurer**

Self

**9. Name of Person Preparing Report**

John Qualified

Daytime Telephone

(225) 555-1111

10. WE HEREBY CERTIFY that the information contained in this report and the attached schedules is true and correct to the best of our knowledge, information and belief, and that no expenditures have been made nor contributions received that have not been reported herein, and that no information required to be reported by the Louisiana Campaign Finance Disclosure Act has been deliberately omitted.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Candidate/Chairperson  
(To be signed by Chairperson only if report by principal campaign committee)

Daytime Telephone

Signature of Treasurer

Daytime Telephone

**8. FOR PRINCIPAL CAMPAIGN COMMITTEES ONLY**

a. Name and address of principal campaign committee, committee's chairperson, and subsidiary committees, if any (use additional sheets if necessary).

## SUMMARY PAGE

RECEIPTS	This Period
1. Contributions (Schedule A-1)	2,175
2. In-kind Contributions (Schedule A-2)	200
3. Campaign paraphernalia sales of \$25 or less	125
4. <b>TOTAL CONTRIBUTIONS</b> (Lines 1 + 2 + 3)	2,500
5. Other Receipts (Schedule A-3)	2
6. Loans Received (Schedule B)	3,000
7. Loan Repayments Received (Schedule D)	
8. <b>TOTAL RECEIPTS</b> (Lines 4 + 5 + 6 + 7)	5,502

DISBURSEMENTS	This Period
9. Expenditures (Schedule E-1)	4,493
10. Other Disbursements (Schedule E-2)	5
11. Loan Repayments Made (Schedule B)	
12. Funds Loaned (Schedule D)	250
13. <b>TOTAL DISBURSEMENTS</b> (Lines 9 + 10 + 11 + 12)	4,748

FINANCIAL SUMMARY	Amount
14. Funds on hand at beginning of reporting period (Must equal funds on hand at close from last report or -0- if first report for this election)	0
15. <i>Plus</i> total receipts this period (Line 8 above)	5,502
16. <i>Less</i> total disbursements this period (Line 13 above)	4,748
17. <i>Less</i> in-kind contributions (Line 2 above)	200
18. Funds on hand at close of reporting period	554

**SUMMARY PAGE (continued)**

<b>INVESTMENTS</b>	<b>Amount</b>
19. Of funds on hand at beginning of reporting period (Line 14, above), amount held in investments (i.e., savings accounts, CD's, money market funds, etc.)	
20. Of funds on hand at close of reporting period (Line 18, above), amount held in investments	

<b>SPECIAL TRANSACTIONS</b>	<b>This Period</b>
21. Candidate's personal funds (Use of personal funds as either a contribution or loan to the campaign should be reported on Schedules A-1 or B.)	2,000
22. Contributions received from political committees (From Schedules A-1 and A-2)	350
23. All proceeds from the sale of tickets to fundraising events (Receipts from the sale of tickets are contributions and must also be reported on Schedule A-1.)	
24. Proceeds from the sale of campaign paraphernalia (Receipts from the sale of campaign paraphernalia are contributions and must also be reported on Schedule A-1 or Line 3, above.)	125
25. Expenditures from petty cash fund (Must also be reported on Schedule E-1.)	

**NOTICE**

The personal use of campaign funds is prohibited.\* The use of campaign funds must be related to a political campaign or the holding of a public office or party position. However, campaign funds may be used to reimburse a candidate for expenses related to his campaign or office, to pay taxes on the interest earned on campaign funds or to replace articles lost, stolen, or damaged in connection with a campaign.

Excess campaign funds may be returned to contributors on a pro rata basis, given as a charitable contribution as provided in 26 USC 170(c), given to a charitable organization as defined in 26 USC 501(c)(3), expended in support of or opposition to a proposition, political party, or candidacy of any person, or maintained in a segregated fund for use in future political campaigns or activity related to preparing for future candidacy to elective office.

\*The prohibition on the personal use of campaign funds does not apply to campaign funds received prior to July 15, 1988.

Form 102, Rev. Rev. 3/98, Page Rev. 3/00

## SCHEDULE A-1: CONTRIBUTIONS (Other than In-Kind Contributions)

The following information must be provided for all contributors to your campaign during this reporting period, except for in-kind contributions. Information on in-kind contributions is reported on SCHEDULE A-2: IN-KIND CONTRIBUTIONS. In Column 1, check if the contributor is a political committee or a party committee. Any personal funds a candidate contributes to his campaign must be reported on this schedule. Personal funds a candidate loans to his campaign should be reported on Schedule B. For anonymous contributions, see SCHEDULE F. Totals and subtotals are optional. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

1. Name and Address of Contributor	2. Contributions this Reporting Period		3. Total this Election
	a. Date(s)	b. Amount(s)	
Harry Smith P.O. Box 59 Pleasantville, LA 70811  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	1/3/13 2/1/13	\$150 \$ 50	\$200
John Miller 1125 Catahoula Dr. Pleasantville, LA 70822  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	1/4/13	\$100	\$100
Susie Young P.O. Box 92 Pleasantville, LA 70811  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	1/30/13	\$500	\$500
Shane Cooper 456 Song Lane Pleasantville, LA 70833  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	2/5/13	\$1,000	\$1,000
Businessman PAC 978 High Rd. Pleasantville, LA 70855  POLITICAL COMMITTEE? <input checked="" type="checkbox"/> PARTY COMMITTEE? _____	2/5/13	\$350	\$350
ABC Insurance, Inc. 159 Industry Dr. Pleasantville, LA 70844  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	1/29/13	\$25	\$25
POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____			
4. SUBTOTAL (this page)		\$2175	\$2175
5. TOTAL (complete only on last page of this schedule)		\$2175	\$2175
6. CONTRIBUTIONS FROM POLITICAL COMMITTEES:			
SUBTOTAL (this page) _____		TOTAL (complete only on last page of this schedule) <u>\$350</u>	

Form 102, Rev. 3/06, Page Rev. 3/06

## SCHEDULE A-2: IN-KIND CONTRIBUTIONS

The following information must be provided for all in-kind contributions to your campaign having a monetary value in excess of \$25. In-kind contributions include the donation of tangible property, the use of tangible property, or the services of employees paid by a person other than the candidate or his business. In Column 1, check if the in-kind contributor is a political committee or a party committee. Any in-kind contributions a candidate makes to his own campaign must be reported here. Totals and subtotals are optional. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

1. Name and Address of In-Kind Contributor	2. In-Kind Contributions this Reporting Period			3. Total this Election
	a. Description(s)	b. Date(s)	c. Value(s)	
ABC Insurance, Inc. 159 Industry Dr. Pleasantville, LA 70844  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	Printing Push Cards	2/7/13	\$200	\$200
  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____				
  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____				
  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____				
  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____				
  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____				
  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____				
  POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____				
4. SUBTOTAL (this page)			\$200	\$200
5. TOTAL (complete only on last page of this schedule)			\$200	\$200
6. IN-KIND CONTRIBUTIONS FROM POLITICAL COMMITTEES: SUBTOTAL (this page) _____ TOTAL (complete only on last page of this schedule) _____				

Form 102, Rev. 3/98, Page Rev. 3/98

**SCHEDULE A-3: OTHER RECEIPTS**

This schedule is used to report those receipts that are not "contributions"; that is, monies paid to the campaign that are not given for the purpose of supporting, opposing or otherwise influencing the nomination or election of a candidate to public office. Examples include interest or investment income. Receipts should be reported on this schedule only if they have not been reported elsewhere in this report. The explanation of the receipt should state the reason the payment was made to the campaign.

1. Name and Address of Source	2. Date(s)	3. Explanation(s)	4. Amount(s)
Office Supply P.O. Box 99 Pleasantville, LA 70811	2/8/13	Rebate on Paper Purchased	\$2.00
5. Total OTHER RECEIPTS during this reporting period			\$2.00

Form 102, Rev. 3/98, Page Rev. 3/98

**SCHEDULE B: LOANS RECEIVED**

The following information must be provided for each loan or line of credit received this reporting period, even if it has been repaid. Also, complete this schedule for loans received in prior periods that are still outstanding. Separate loans must be reported separately, even if from the same source. Any personal funds a candidate loans to his campaign must be reported on this schedule.

1. Name and address of lender  Jane Qualified 123 Election Road Pleasantville, LA 70800	2. a. Date* <u>1/3/13</u> b. Interest rate _____%(a.p.r.)  c. Amount borrowed* ..... \$ <u>2,000</u>  d. Balance due. .... \$ <u>2,000</u>  *For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c. OPTIONAL: Total amount of credit available \$ _____
---	--

3. Endorsers/Guarantors	4. Repayments this period		
	Date	Principal	Interest

(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)

(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)

1. Name and address of lender  Mary Qualified 124 Election Road Pleasantville, LA 70800	2. a. Date* <u>2/14/13</u> b. Interest rate _____%(a.p.r.)  c. Amount borrowed* ..... \$ <u>1,000</u>  d. Balance due. .... \$ <u>1,000</u>  *For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c. OPTIONAL: Total amount of credit available \$ _____
---	---

3. Endorsers/Guarantors	4. Repayments this period		
	Date	Principal	Interest

(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)

(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)

C

# DEBTS & OBLIGATIONS (OTHER THAN LOANS)

## SCHEDULE C: DEBTS & OBLIGATIONS (OTHER THAN LOANS)

  X   DEBTS OWED BY THE CAMPAIGN             DEBTS OWED TO THE CAMPAIGN

Use this schedule to report *either* debts owed by the campaign or debts owed to the campaign, checking the appropriate line above. If the campaign has experienced both types of debts, then copy this page and report them separately. Never combine debts owed by and debts owed to on the same page. Debts should be reported on this schedule until repaid. When repayments are made by the campaign, a corresponding entry should be made on SCHEDULE E-1: GENERAL EXPENDITURES. When repayments are received by the campaign, a corresponding entry should be made on SCHEDULE A-3: OTHER RECEIPTS.

1. Name and Address of Creditor/Debtor	2. Outstanding Balance Beginning This Period	3. Amount(s) Incurred This Period (+)	4. Payment(s) Made This Period (-)	5. Outstanding Balance at Close of This Period
Signs R Us 159 Industry Dr. Pleasantville, LA 70844  Reason Debt Incurred:		\$630	\$330	\$300
  Reason Debt Incurred:				
  Reason Debt Incurred:				
  Reason Debt Incurred:				
  Reason Debt Incurred:				
  Reason Debt Incurred:				
  Reason Debt Incurred:				
  Reason Debt Incurred:				

Form 102, Rev. 3/98, Page Rev. 3/98

D

FUNDS LOANED

**SCHEDULE D: FUNDS LOANED**

The following information must be provided for each loan or line of credit made this reporting period, even if it has been repaid. Also, complete this schedule for loans made in prior periods that are still outstanding. Separate loans must be reported separately, even if to the same borrower.

<b>1. Name and address of borrower</b>  Ann Other 122 Election Rd. Pleasantville, LA 70800	<b>2. a. Date*</b> <u>2/19/13</u> <b>b. Interest rate</b> _____ <b>%(a.p.r.)</b>  <b>c. Amount loaned*</b> ..... \$ <u>250</u>  <b>d. Balance due.</b> ..... \$ <u>250</u>  <small>*For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c.          OPTIONAL: Total amount of credit available \$ _____</small>						
<b>3. Endorsers/Guarantors</b>          	<table border="1"> <tr> <th data-bbox="927 371 1139 428">4. Repayments this period Date</th> <th data-bbox="1139 371 1352 428">Principal</th> <th data-bbox="1352 371 1564 428">Interest</th> </tr> <tr> <td data-bbox="927 428 1139 706"></td> <td data-bbox="1139 428 1352 706"></td> <td data-bbox="1352 428 1564 706"></td> </tr> </table>	4. Repayments this period Date	Principal	Interest			
4. Repayments this period Date	Principal	Interest					
<small>(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)</small>	<small>(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)</small>						
<b>1. Name and address of borrower</b>          	<b>2. a. Date*</b> _____ <b>b. Interest rate</b> _____ <b>%(a.p.r.)</b>  <b>c. Amount loaned*</b> ..... \$ _____  <b>d. Balance due.</b> ..... \$ _____  <small>*For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c.          OPTIONAL: Total amount of credit available \$ _____</small>						
<b>3. Endorsers/Guarantors</b>          	<table border="1"> <tr> <th data-bbox="927 978 1139 1035">4. Repayments this period Date</th> <th data-bbox="1139 978 1352 1035">Principal</th> <th data-bbox="1352 978 1564 1035">Interest</th> </tr> <tr> <td data-bbox="927 1035 1139 1249"></td> <td data-bbox="1139 1035 1352 1249"></td> <td data-bbox="1352 1035 1564 1249"></td> </tr> </table>	4. Repayments this period Date	Principal	Interest			
4. Repayments this period Date	Principal	Interest					
<small>(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)</small>	<small>(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)</small>						

Form 102, Rev. 5/98, Page Rev. 5/98

**SCHEDULE E-1: EXPENDITURES**

Use this schedule to report information on all campaign expenditures for this reporting period. An "expenditure" is any payment made for the purpose of supporting your election to public office and includes monies spent for the campaign's general operating expenses. Any payments made that are not "expenditures" should be reported on SCHEDULE E-2: OTHER DISBURSEMENTS. Totals and subtotals at bottom of page are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

1. Name and Address of Recipient	2. Expenditures this Reporting Period		
	a. Date(s)	b. Purpose(s)	c. Amount(s)
Signs R Us 159 Industry Dr. Pleasantville, LA 70844	1/2/13	Signs	\$330
Office Supply P.O. Box 99 Pleasantville, LA 70811	1/13/13	Paper for flyers	\$50
	2/2/13	Poster board, markers	\$25
Hats R Us 117 Industry Dr. Pleasantville, LA 70844	1/15/13	Campaign hats	\$245
Clerk of Court 1 Courthouse Pleasantville, LA 70899	1/10/13	Qualifying fee	\$225
Church of People 50 Bless Ave. Pleasantville, LA 70866	1/16/13	Donation	\$100
Help PR, LLC P.O. Box 75 Pleasantville, LA 70811	1/7/13	Consultation fees	\$1,000
News Paper 456 Print Ave. Pleasantville, LA 70889	2/10/13	Ads	\$986
KMTV 450 Print Ave. Pleasantville, LA 70889	2/11/13	Ads	\$1,532
3. SUBTOTAL (optional)			\$4,493
4. TOTAL (optional - complete only on last page of this schedule)			

Form 102, Rev. 3/98, Page Rev. 3/98

**SCHEDULE E-2: OTHER DISBURSEMENTS**

This schedule is used to report those disbursements that are not "expenditures"; that is, monies paid by the campaign that are not paid for the purpose of supporting, opposing or otherwise influencing the nomination or election of a candidate to public office. Examples include the payment of taxes or the refund of contributions. Disbursements should be reported on this schedule only if they have not been reported elsewhere in this report. The explanation of the disbursement should state the reason the payment was made by the campaign.

1. Name and Address of Recipient	2. Date(s)	3. Explanation(s)	4. Amount(s)
Bank of Louisiana 111 Financial Road Pleasantville, LA 70877	2/1/13	Service Charge	\$5.00
5. Total OTHER DISBURSEMENTS during this reporting period			\$5.00

Form 102, Rev. 3/98, Page Rev. 3/98

**SCHEDULE F: ANONYMOUS CONTRIBUTIONS**

Anonymous contributions *must be transmitted to the State* -- they cannot be kept or used. On this schedule, state the date and amount of each anonymous contribution received during this reporting period, as well as the date that each contribution was transmitted to the State. Receipts from the sale of campaign paraphernalia (items such as political campaign pins, buttons, hats, T-shirts, bumper stickers, literature, etc.) in transactions of \$25 or less are not considered anonymous contributions.

Anonymous contributions should be mailed by campaign check to the Treasurer of the State of Louisiana, accompanied with an explanation that the check represents an anonymous campaign contribution forwarded pursuant to LSA-R.S. 18:1505.2B.

1. Amount	2. Date Received	3. Date Transmitted to State
\$15.00	1/25/13	1/26/13

Mail, commercially deliver, or hand deliver completed reports to\*:

**CAMPAIGN FINANCE  
P. O. Box 4368  
Baton Rouge, LA 70821**

\*Mailed reports will be considered to have been filed on the date they are postmarked or receipted on a return receipt requested form by the United States Post Office. Commercially delivered reports are considered filed on the date of receipt by a commercial delivery service.

**FOR MORE INFORMATION CALL: (225) 219-5600  
or 1(800) 842-6630 toll free**

The failure to file campaign finance reports on time subjects candidates and the chairmen and treasurers of their committees to civil penalties.

Form 102, Rev. 3/98, Page Rev. 10/02